



**CITY OF WARWICK**  
**PURCHASING DIVISION**  
3275 POST ROAD  
WARWICK, RHODE ISLAND 02886  
TEL. (401) 738-2000, ext. 6240  
FAX (401) 737-2364

**SCOTT AVEDISIAN**  
**MAYOR**

**JAMES F. MARCELLO**  
**PURCHASING AGENT**

The following notice is to appear on the City of Warwick's website Tuesday, April 30, 2013.  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK**  
**BIDS REQUESTED FOR**

**Bid #2013-293 Maintenance & Repair Service Contract for Fire Department  
Communication System Equipment**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, April 30, 2013.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10 AM, Wednesday, May 15, 2013. The bids will be opened publicly commencing 10 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price.  
Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 at least 48 hours in advance of the bid opening date.

---

James F. Marcello  
Purchasing Agent

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**Bid #2013-293 Maintenance & Repair Service Contract for  
Fire Department Communication System Equipment**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, April 30, 2013.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10 AM, Wednesday, May 15, 2013. The bids will be opened publicly commencing 10 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

**All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and “Bid #2013-293 Maintenance & Repair Service Contract for Fire Department Communication System Equipment.”** Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Assistant Chief Bruce Cooley, Warwick Fire Department, 111 Veterans Memorial Blvd., Warwick, RI at 401-468-4018.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Prices to be held firm two years from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The successful bidder must provide the City of Warwick with an original certificate of insurance for general liability in a minimum amount of \$1 million. Faxes are **not** acceptable. The certificate of insurance must name the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The IRS Form W-9 attached should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**

## **REQUEST FOR BIDS**

### **MAINTENANCE SERVICE CONTRACT TO MAINTAIN AND SERVICE COMMUNICATION SYSTEM EQUIPMENT**

The Warwick Fire Department is seeking bids for a Maintenance Service Contract to Maintain and Service Communication System Equipment. It is the intention of the Warwick Fire Department to award a two year service contract. Bids must be in accordance with the following specifications:

1. Preventative maintenance service and repair on all equipment including, but not limited to, comparator audio level settings, radio programming and installations.
2. Twenty-four (24) hours/day, seven (7) days/week service on all fixed site equipment within a one (1) hour response time from the time of notification.
3. Monday through Friday (excluding holidays), 7:00 a.m. to 5:00 p.m. service on all mobile and portables within a two (2) hour time period.
4. Bid price to include all parts and labor for all service provided in this contract.
5. Service for mobile and portable equipment will be provided at either the successful bidder's service center, or at the Warwick Fire Department's equipment location. If service is to be provided at successful bidder's service center, said location must be within a ten (10) mile radius of the Warwick Fire Department Headquarters, 111 Veterans Memorial Drive, Warwick, RI. Service for fixed site equipment shall take place at the fixed site location.
6. In addition, the bid shall include a per diem price for the following services:
  - Installation of radio equipment in apparatus (see Item E on pricing page)
  - Hourly labor rate for services that fall outside the specific scope of these specifications (see Item A on pricing page)
7. A written report, explaining findings and work performed, will be provided to the Warwick Fire Department for all preventative maintenance services provided on a monthly basis. This report will be due by the fifteenth of each month.
8. The successful bidder must provide technical consulting services to the Warwick Fire Department for the purpose of recommending changes or improvements to the communications system.
9. The successful bidder shall be an authorized service center for Motorola and Kenwood. Proof of training and certificates from these manufacturers should be provided with bid response, but in all cases will be available for inspection by the city if required.

10. The successful bidder must be established in the business and actively involved in the sales, service, system design, repair troubleshooting and maintenance of municipal Public Safety radio communications systems for a minimum of five years.
11. A resume of the company indicating the experience level, history, and product lines represented. The resume shall include the history and experience of the business principal as well. The resume must include a traceable satisfactory history of a minimum of five years of service of public safety radio systems to include Motorola MCC 7500 consoles, as well as other Motorola and Kenwood radios. The resume should be submitted with the bid response, but in all cases will be available for inspection by the city if required
12. A complete detailed description of the bidder's facilities including a description of the physical size, test and repair areas, installation area including the size and number of bays. The facility must have an adequate security system to protect the Fire Department's vehicles while in storage at the bidder's facility. Said description shall be included as part of the response.
13. A minimum of five references of contracts for service, repair and installation of public safety communication systems. The communication systems shall include satellite receivers and voter comparators. These contracts must have been satisfactorily completed and the systems made operational within the last year. Names, phone numbers, and addresses shall be supplied as part of the response.
14. The successful bidder must be authorized with "Administrative Access" to service and repair the department's RISCO communications equipment.

**TECHNICIAN MINIMUM QUALIFICATIONS:**

1. Each bidder must have a minimum of three full time bona fide service technicians, each being certified and/or commercially licensed by the FCC, NABER and/or PCIA. All five technicians must have a traceable minimum of five years documented experience in the repair maintenance, troubleshooting, service and installations of public safety communication systems. Each technician's employment and certifications must be verifiable and documented.  
COMPLY YES\_\_\_\_\_ NO\_\_\_\_\_
2. The three technicians shall have attended factory training for the equipment contained in this specification. This factory training shall consist of formal documented product service, repair and troubleshooting of this equipment.  
COMPLY YES\_\_\_\_\_ NO\_\_\_\_\_
3. A resume for each of the three technicians including all work and training history. The resume shall detail all relevant schooling, training, and work related experience providing service and repair to public safety two-way radio equipment.  
COMPLY YES\_\_\_\_\_ NO\_\_\_\_\_

The successful bidder must provide service on the following equipment on site:

FIXED SITE INVENTORY LIST:

- 2 MOTOROLA MODEL MCC 7500 DISPATCH CONSOLES
- 1 MOTOROLA MTR 3000 PRIMARY TX/RX BASE STATION
- 1 MOTOROLA MTR 3000 BACK-UP TX/RX BASE STATION
- 1 MOTOROLA MTR 3000 INTERCITY BASE RADIO
- 6 MOTOROLA MTR 2000 RECEIVERS (VARIOUS LOCATIONS)
- 2 MOTOROLA MICOR RECEIVERS
- 1 SPECTRATEC COMPARATOR W/5 SIGNAL QUALITY MODULES
- 2 DECIBEL TRANSCEIVER DUPLEXERS
- 1 MOTOROLA DESKTRAC RADIO
- 1 C200 ADVANCE RF2VIOTE
- 3 MOTOROLA CDM 1550 LS VHF
- 3 MOTOROLA CDM 1550 LS UHF
- 16 STATION RADIOS, (8 EACH) MOTOROLA CM 300 & PM 400  
(These are "mobile" type radios used in a fixed site application)

MOBILE AND PORTABLE RADIO INVENTORY LIST:

- 61 MOTOROLA XTS 1500
- 8 MOTOROLA XTS 5000
- 14 MOTOROLA PR 1500
- 12 MOTOROLA MT 2000
- 32 MOTOROLA HT 1000
- 25 MOTOROLA XTL 2500
- 4 MOTOROLA XTL 2500 (DUAL HEAD)
- 1 MOTOROLA PM 400
- 1 MOTOROLA PM 1500
- 1 MOTOROLA CDM 1550
- 14 KENWOOD Mobile, VHF
- 5 KENWOOD Dual Band (VHF/UHF)

Note: The Warwick Fire Department reserves the right to add or delete equipment from the inventory listed above. The successful vendor must agree to adjust the monthly statement accordingly. The Warwick Fire Department will notify the vendor of these changes to the inventory in writing within 10 days of the change.

The successful bidder must utilize only original manufacturer authorized parts in any and all service, repair, or replaces of items covered by the service agreement. The successful bidder must be able to provide warranty service for the equipment listed. The successful bidder must maintain a parts inventory that is acceptable to the Warwick Fire Department.

No subcontracting of first echelon repair response.

State the address of location where service is to be provided.

The bid price submitted will be a firm price for all parts, labor and services provided for a two-year period beginning from the date of award of the contract. Pricing for maintenance will be broken down by item and the total must equal the monthly maintenance cost. (See pricing page)

Payment will be made thirty (30) days after approval of invoice, on a monthly basis.

The successful bidder must submit a certificate of insurance naming the City of Warwick as the additional insured on the policy and so stated on the certificate.

The City of Warwick Fire Department reserves the right to inspect the successful bidder's service facility and testing equipment for recent calibrations. Bidders may view all the City of Warwick Fire Department's Communication System Equipment by appointment Monday-Friday 9am-4pm, prior to the deadline for submitting your bid, by contacting Assistant Chief Bruce Cooley at 401-468-4018.



**PRICING PAGE**

ITEM	Description	Year 1		Year 2	
A	Repair/Installation rate per hour, for items not covered by monthly maintenance cost				
	A-1. During Normal Business Hours per hour rate				
	A-2. After Business Hours per hour rate*				
B	Percentage off of list price for parts not covered under fixed equipment maintenance contract				
C	Yearly Maintenance Cost				
D	Consultant Cost per hour				
E	Installation of radio equipment in apparatus per hour				
F	Monthly Maintenance Cost				
G	BREAKDOWN OF ITEM "F"	Per Unit	Total	Per Unit	total
	1. Motorola MCC 7500 Dispatch Consoles				
	2. Motorola MTR 3000 Primary TX/RX Base Station				
	3. Motorola MTR 3000 Back-up TX/RX Base Station				
	4. Motorola MTR 3000 Intercity Base Radio				
	5. Motorola MTR 2000 Receivers (Remote Locations)				
	6. Spectratrac Comparator W/5 Signal Quality Modules				
	7. Motorola Micor Receivers				
	8. Decibel Transceiver Duplexers				
	9. Motorola Desktrac Radio				
	10. C200 Advance RF2VIOTE				
	11. Motorola CDM 1550 LS VHF				
	12. Motorola CDM 1550 LS UHF				
	13. Station Radios, PM 400 & CM 300				
	14. XTS 1500				
	15. XTS 5000				
	16. PR 1500				
	17. MT 2000				

18. HT 1000					
19. XTL 2500					
20. XTL 2500 Dual Head					
21. PM 400					
22. PM 1500					
23. Motorola CDM 1550					
24. Kenwood Mobile, VHF					
25. Kenwood Dual Band (VHF/UHF)					
I.	State Your Business Hours				
J.	Service Center Location				

\*includes weekends/nights

**Exceptions:**

---

---

---

---

---

---

---

---

---

---

---

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid #2013-293 Maintenance & Repair Service Contract  
for Fire Department Communication System Equipment

**I. BID:**

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

**Pricing As Submitted**

**PLEASE SUBMIT THIS PAGE WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

**Addendum Number**

**Signature of Bidder**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

BID #2013-293

\_\_\_\_\_

PURCHASING AGENT